



## Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and  
Professional Registration  
Division: Professional Registration

Section: Board of Registration for the Healing Arts  
Sub-Section:

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**TITLE:** Denied Files

**CUTOFF:**

**DESCRIPTION:** Denied Files - Applications for Licensure that have not met the requirements of the licensing process. Includes all professions licensed by the Missouri Board of Healing Arts. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3663

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Incomplete Files

**CUTOFF:**

**DESCRIPTION:** - Licensure files that are not completed in the required amount of time for consideration of professional license. Includes all professions licensed by the Missouri Board of Healing Arts. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3662

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Investigative Files (Closed)

**CUTOFF:**

**DESCRIPTION:** Investigative Files (Closed)

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3660

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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## Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and  
Professional Registration  
Division: Professional Registration

Section: Board of Registration for the Healing Arts  
Sub-Section:

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**TITLE:** Malpractice Files

**CUTOFF:**

**DESCRIPTION:** Malpractice Files - Information for all professions concerning the malpractice case, after it has been closed, for all professions licensed by the Board of Healing Arts in the state of Missouri

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3669

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Record of Bad Checks

**CUTOFF:**

**DESCRIPTION:** Record of Bad Checks. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3661

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Renewal Applications

**CUTOFF:**

**DESCRIPTION:** Renewal Applications - Information necessary to renew license in the state of Missouri each year for all professions licensed by the Board of Healing Arts. Includes continuing medical education credits earned for each profession required by law in the State of Missouri

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3668

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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## Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and  
Professional Registration  
Division: Professional Registration

Section: Board of Registration for the Healing Arts  
Sub-Section:

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**TITLE:** Roster

**CUTOFF:** EOSFY

**DESCRIPTION:** Roster - List of all new licensees for all professions licensed by the Board of Healing Arts in the state of Missouri

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 3672

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Withdrawn Files

**CUTOFF:**

**DESCRIPTION:** Withdrawn Files - Files for Licensure where the intended applicant notified staff that they withdrew from the licensure process. Includes all professions licensed by the Missouri Board of Healing Arts. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3665

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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**TITLE:** Yearly Renewal List

**CUTOFF:**

**DESCRIPTION:** Yearly Renewal List - List of all persons in all professions that renew their license each year

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3674

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/25/2001

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